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MEMORANDUM FOR: Chiefs of DD/P Senior Staffs and Area Divisions

ATTENTION: Chiefs of Support

SUBJECT: Preparation and Distribution of Administrative Plans.

1. Paragraph 4.f. of [redacted] dated 29 January 1957, places responsibility with the Senior Staff concerned with a project to make appropriate separate distributions of approved Project Outlines and Administrative Plans. 25X1

2. In order for the Senior Staffs to make appropriate distribution of the Administrative Plans, it is necessary that the Chiefs of Support in Area Divisions (or Senior Staff when a project is being operated by a Senior Staff) provide the Senior Staff with an original of the Administrative Plan plus sufficient copies to accomplish the following distribution:

Original, plus 1 copy - Finance Division
1 copy - Budget Division
1 copy - Audit Staff
2 copies - Commercial Staff
(1 copy to be sent by CM to Vital Documents. If

25X1C4E [redacted]

1 copy - CI Staff
1 copy - Senior Staff concerned
5 copies - Area Division concerned
1 copy for each element which coordinated on the Admin. Plan

3. In the preparation of the Administrative Plan, it is suggested that a single sheet of bond paper and a ditto master be placed in the typewriter together in order to produce in a single process an original (for approval by DD/P and DD/S or their designees) and sufficient copies for the required distribution. The ditto master should be run-off by the Division, and the resulting Administrative Plan copies, along with the original, submitted to the Senior Staff.

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25X1

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(SIGN) [redacted]

Deputy Director (Support)

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Proj - Author